

Cancel Completion Date

1. Customer decides to cancel their order.
2. Customer goes to Sweet Karoline's Cakes website to obtain Karoline's email or phone number
3. Customer notifies Karoline Gardner through email or by phone.
4. Karoline logs into scheduling system.
5. Karoline locates the appointment on her list.
6. Karoline clicks the "Mark As" drop down box.
7. Karoline marks the appointment as cancelled.
8. Karoline clicks on the "Cancelled" appointments tab.
9. Karoline deletes the appointment from the list.

